



CITY OF HOUSTON

Job Posting

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| 1 | Applications accepted from: ALL PERSONS INTERESTED | | | | | | |
| 2 | Job Classification Public Works Maintenance Section Chief | | | | | | |
| 3 | Posting Number PN# 109426 | | | | | | |
| 4 | Department Public Works & Engineering Department | | | | | | |
| 5 | Division Right-of Way & Fleet Maintenance Division | | | | | | |
| 6 | Section Bridge Maintenance | | | | | | |
| 7 | Reporting Location 2701 Dalton* | | | | | | |
| 8 | Workdays & Hours M - Thu, 7 a.m. – 5:30 p.m.* <div>*Subject to change</div> | | | | | | |
| 9 | <u>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</u> Directs and controls bridge repairs and maintenance. Assigns work to subordinate supervisor, clerical and technical personnel. Monitors work assignments for accuracy and adherence to pertinent legal, technical, contractual and procedural guidelines. Responds to Citizens' complaints and inquiries; gives technical or procedural advice to personnel concerning special or unique problems; interprets policy, procedure and legal requirements for employees and citizens. Compiles reports and maintains records of services rendered, clients served, procedures completed. Maintains files on fiscal and legally mandated matters and reports compliance with or progress toward division and/or branch performance measures. Maintains current knowledge of technological advances, changes in statutes and impact of long-range planning objectives. | | | | | | |
| 10 | <u>WORKING CONDITIONS</u> This position is physically comfortable; the individual has discretion about walking, standing, etc. | | | | | | |
| 11 | <u>MINIMUM EDUCATIONAL REQUIREMENTS</u> High School Diploma or GED. | | | | | | |
| 12 | <u>MINIMUM EXPERIENCE REQUIREMENTS</u> Five years experience closely related to the activities of the section are required. | | | | | | |
| 13 | <u>MINIMUM LICENSE REQUIREMENTS</u> Valid Texas Driver's License and compliance with the City of Houston policy on driving (AP 2-2). | | | | | | |
| 14 | <u>PREFERENCES</u> Preference will be given to applicants with knowledge of bridge maintenance procedures. | | | | | | |
| 15 | <u>SELECTION/SKILLS TESTS REQUIRED</u> None | | | | | | |
| 16 | <u>SAFETY IMPACT POSITION</u> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No This position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test. | | | | | | |
| 17 | <u>SALARY INFORMATION</u> Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is: <table><tr><td></td><td colspan="2">Salary Range - Pay Grade 22</td></tr><tr><td>\$1,277 - \$1,833</td><td>Biweekly</td><td>\$33,202 - \$47,658 Annually</td></tr></table> | | Salary Range - Pay Grade 22 | | \$1,277 - \$1,833 | Biweekly | \$33,202 - \$47,658 Annually |
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| \$1,277 - \$1,833 | Biweekly | \$33,202 - \$47,658 Annually | | | | | |
| 18 | <u>OPENING DATE</u> March 15, 2006 | | | | | | |
| 19 | <u>CLOSING DATE</u> March 21, 2006 | | | | | | |
| 20 | <u>APPLICATION PROCEDURES</u> Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, St. 1 st floor. For application status inquires, please call (713) 837-7523. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. Our TDD (Texas Device for the Deaf) telephone number is (713) 837-9496. <div>An equal opportunity employer</div> | | | | | | |